**WESTERN SYDNEY REGION** 

VET

Course

Information

2012/2013

PART B

VET BROCHURES

*Guidelines for use*

The Western Region VET Course Descriptors and VET Brochures are designed for use by schools when promoting VET courses to students and in producing the Student Course Selection Booklets.

An important reminder is extended to schools to ensure that the

* Course Structure
* Course Requirements
* Fees

***must*** be edited to suit specific school situations.

**The remaining information should be retained as suitable client information for students undertaking VET courses within the Western Sydney Registered Training Organisation**.

Schools are also advised to add their school name and date to the footer so that there is evidence of version control.

**Schools must only distribute/ print the pages for the courses they have RTO Authority to Deliver.**

Business Services

Industry Curriculum Framework

# Why study Business Services?

The business services industry provides clerical and administrative support to commerce, industry, government and the professions. Skills gained in this industry transfer to other occupations.

|  |  |
| --- | --- |
| Working in the business services industry involves:  * customer (client) service * organising information and records in paper and electronic forms * teamwork * using technologies * creating documents | MCj04102030000[1] |

|  |  |
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| Samples of occupations students can aim for in the business services industry:  * payroll clerk/officer * personal assistant * personnel clerk * project manager * sales clerk/officer * secretary | MCj03984130000[1] |

# Course description:

This course is based on units of competency, which have been developed by the national business services industry to describe the competencies, skills and knowledge required by workers in the industry.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admission Rank (ATAR) for university entrance.

# HSC Course requirements regarding Work Placement:

Students must complete a minimum of 70 hours in a workplace.

# Recognition of Prior Learning:

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** A workbook folder (eg A4 38mm insert binder)

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of paid fees. The

amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: (240 indicative hours)**

|  |  |
| --- | --- |
| **Core Units** |  |
| BSBIND201A | Communicate in the workplace |
| BSBINM201A | Deliver a service to customers |
| BSBOHS201A | Work effectively in a business environment |
| BSBSUS201A | Process and maintain workplace information |
| BSBWOR202A | Participate in OHS processes |
| BSBWOR203A | Participate in environmentally sustainable work practices |
| BSBWOR204A | Organise and complete work activities |
| BSBITU102A | Work effectively with others |
| BSBINM202A | Use business technology |
| BSBITU201A | Develop keyboard skills |
| BSBITU202A | Handle mail |
| BSBITU203A | Produce simple word processed documents |
| FNSICGEN305A | Create and use spreadsheets |
| BSBITU301A | Communicate electronically |

**This course has been designed by the NSWBoard of Studies to comply with the new Business Services Training Package (BSB07).**

Qualifications available to students in the Business Services Curriculum Framework comprise units of competency drawn from the following skill areas: information technology, communication, enterprise, technology, and finance.

Depending on competencies chosen, full or part qualifications from the Business Services Training Package (BSB07) are available. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The qualifications available through the Business Services Curriculum Framework are:**

* **Certificate II in Business BSB20107**
* **Statement of Attainment in partial completion of Certificate II in Business BSB30107**

For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

**Construction**

**Industry Curriculum Framework**

Why study Construction?

Construction provides students with the opportunity to gain a range of skills suitable for employment in the construction industry and to provide pathways for further study.

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| --- | --- |
| Working in the construction industry involves:  * constructing buildings * modifying buildings * contracting * designing buildings * measuring materials and sites * communicating with clients | MCj03191580000[1] |

# Samples of occupations students can aim for in the construction industry:

|  |  |  |
| --- | --- | --- |
| * building * bricklaying * carpentry * concreting * glazing * joinery | * plastering * roofing * shop fitting * sign writing * tiling |  |

# Course description:

This course is based on units of competency, which have been developed by the construction industry to describe the competencies, skills and knowledge required by workers in the industry. The course incorporates core units plus a range of elective units from the General Construction sector.

A mandatory WorkCover NSW approved general OH&S induction-training program, as well as a work activity OH&S training and site-specific OH&S training must be completed before students are allowed onto a work site.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admissions Rank (ATAR) for university entrance.

**HSC Course requirements regarding Work Placement:**

Students must complete a minimum of 70 hours of mandatory work placement.

# Recognition of Prior Learning:

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** Sturdy footwear

Personal protective equipment

A4 display folder

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The

amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course structure: Construction (240 indicative hours)**

|  |  |
| --- | --- |
| **Core Units** | |
| CPCCOHS2001A | Apply O.H.&S. requirements, policies and procedures in the construction industry |
| CPCCCM1002A | Work effectively and sustainably in the construction industry. |
| CPCCCM1003A | Plan & organise work. |
| CPCCCM1004A | Conduct workplace communication |
| CPCCCM1005A | Carry out measurements and calculations. |
| CPCCCM2001A | Read and interpret plans and specifications. |
| CPCCCA2002A | Use carpentry tools and equipment. |
| CPCCOHS1001A | Work safely in the construction industry. |

|  |  |
| --- | --- |
| **Elective Units** | |
| CPCCCA2001A | Handle carpentry materials |
| CPCCCA2003A | Erect and dismantle formwork for footings and slabs on ground |
| CPCCCM2004A | Handle construction materials |
| CPCCCM2006A | Apply basic levelling procedures |
| CPCCCM2009A | Carry out basic demolition |
| BCCCM2004B | Drain and dewater site |
| CPCCCSP2003A | Prepare surfaces for plastering |
| CPCCWF2002A | Use wall and floor tiling tools and equipment |

Depending on competencies chosen, full or part qualifications from the General Construction Training Package (BSG03) are available in general construction; bricklaying/ block-laying; carpentry; concreting; painting and decorating; and wall and floor tiling. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The qualifications available through the Construction Curriculum Framework are:**

* **Certificate II in Construction Pathways CPC20208**

For more information on possible outcomes please visit the Board of Studies NSW website: <http://www.boardofstudies.nsw.edu.au>

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

**Entertainment**

**Industry Curriculum Framework**

# Why study Entertainment?

Entertainment offers training opportunities to students who are interested in performance and events: dance and drama, lighting and sound, staging and set design and dealing with patrons and professionals.

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| --- | --- |
| Working in the entertainment industry involves:  * front of house activities * set and props manufacture * lighting and sounds operations * audiovisual operations * costume design * makeup * scenic art * staging and stage management | MCj02289530000[1] |

# Samples of occupations students can aim for in the entertainment industry:

|  |  |
| --- | --- |
| * sales/merchandising assistant * lighting technician * sound technician * dresser or costume assistant * costume maker * scenic artist * cinema projectionist * set maker * props designer |  |

# Course description:

This course is based on units of competency, which have been developed by the entertainment industry to describe the competencies, skills and knowledge required by workers in the industry.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admission Rank (ATAR) for university entrance.

**HSC Course requirements regarding Work Placement:**

Students must complete a minimum of 70 hours of mandatory work placement.

# Recognition of Prior Learning:

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** A workbook folder (eg A4 38 mm insert binder)

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The

amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: Entertainment (240 indicative hours)**

|  |  |
| --- | --- |
| **Core Units** |  |
| BSBOHS201A | Participate in OHS process |
| BSBCMM201A | Communicate in the workplace |
| CUECOR01C | Manage own work and learning |
| CUECOR02C | Work with others |
| CUECOR03C | Provide quality service to customers |
| CUECOR04B | Deal with conflict and resolve complaints |
| CUEIND01C | Source and apply entertainment industry knowledge |
| CUESOU07B | Apply a general knowledge of audio to work activities. |
| CUESTA05C | Apply a general knowledge of staging to work activities. |
| CUFLGT101A | Apply a general knowledge of lighting to work activities |
| HLTFA301B | Apply First Aid |
| BSBDIV301A | Work Effectively With Diversity |
| CUFLGT302A | Record and Operate Standard Lighting Cues |
| CUFLGT303A | Install and Operate Follow Spots |
| CUESTA02C | Operate Staging Elements |
| CUETGE05C | Maintain Physical Production Elements |
| CUETGE15B | Handle Physical Elements Safely during Bump In/Bump Out |
| MEM18001C | Use Hand Tools |
| CUSGEN01A | Use and Adapt to Changes in Technology |

|  |  |
| --- | --- |
| **Elective Units** | **To be delivered ONLY by accredited teachers – Choice of 3 or 50hrs max.** |
| CUEFOH03C | Front of House - Provide Seating and Ticketing Advice |
| CUEFOH04C | Front of House - Usher Patrons |
| CUEFOH07B | Front of House - Process Financial Transactions |
| CUEFOH09B | Front of House - Provide Venue Information and Assist |
| CUEFOH10B | Front of House - Monitor Entry to A Venue |
| SIRXSLS001A | Front of House - Sell productions and Services |
| CUFMUP401A | Design, Apply and Remove Make-up |
| CUEPRP02B | Research, Obtain and Prepare Props |
| CUSBGE01A | Develop and Update Music Industry Knowledge |
| CUSSOU01A | Move and set Up Instruments and Equipment |
| CUSSOU04A | Record Sound |

Depending on competencies chosen, full or part qualifications from the Entertainment Training Package (CUE03) are available with possible specialisations in technical operations or customer service. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available**.**

**The qualifications available in the Entertainment Industry Curriculum Framework are:**

* **Certificate II in Live Production, Theatre and Events CUE20103**
* **Certificate III in Live Production, Theatre and Events (Technical Operations) CUE30203**
* **Certificate III in Venues and Events (Customer Service) CUE30303**

Statements of Attainment in partial completion of these Certificates are also available. For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>

A school-based traineeship is available in this course, for more information**:** <http://www.sbatinnsw.info/>

**Hospitality**

**Industry Curriculum Framework**

# Why study Hospitality?

Hospitality focuses on providing customer service. Skills learned can be transferred across a range of industries. Workplaces for which Hospitality competencies are required include cafes, catering organisations and resorts.

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| --- | --- |
| Working in the hospitality industry involves:  * supporting and working with colleagues to meet goals and provide a high level of customer service * developing menus, managing resources, preparing, cooking and serving a range of dishes * providing food and beverage service in a range of settings * providing house keeping and front office services in hotels, motels, resorts and other hospitality establishments * planning and organising events and managing services |  |

# Samples of occupations students can aim for in the hospitality industry:

|  |  |
| --- | --- |
| * chef * events coordinator * bar assistant * food & beverage manager * reservations clerk * front office receptionist * guest service coordinator |  |

# Course description:

This course is based on units of competency, which have been developed by the hospitality industry to describe the

competencies, skills and knowledge required by workers in the industry. The course incorporates core units of

competency plus units from various functional areas such as: kitchen attending, commercial cookery, commercial

catering, food and beverage, front office, housekeeping and sales/office operations.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admission Rank (ATAR) for university entrance.

**HSC Course Requirements regarding Work Placement:**

Students must complete a minimum of 70 hours of mandatory work placement.

# Recognition of Prior Learning:

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs:** The following items/costs are required for this course:

Food Costs: **$ (Prelim) $ (HSC)**

Uniform Purchase: **$ (Prelim) $ 0 (HSC)**

Tool Kit Hire: **$ (Prelim) $ (HSC)**

**Course requirements:**

* Full chef’s uniform including: long sleeve white jacket, white buttons, check pants, chef’s hat, apron,
* neckerchief and fully enclosed black leather shoes (flat, non-slip).
* Fully equipped chef’s tool kit.

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The

amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: Hospitality (240 indicative hours)**

**This course has been revised by the Board of Studies to comply with the new Hospitality Training Package (SIT07).**

***CAFE SKILLS STREAM:*** Available in all Schools

|  |  |
| --- | --- |
| **Core Units** |  |
| SITXCOM001A | Work with colleagues & customers |
| SITXCOM002A | Work in a socially diverse environment |
| SITXOHS001A | Follow health, safety & security procedures |
| SITXOHS002A | Follow workplace hygiene procedures |
| SITXENV001A | Participate in environmentally sustainable work practices ( import) |
| SITHIND001A | Develop & update hospitality industry knowledge |
| SITXCOM004A | Communicate on the telephone |
| SITHACS006A | Clean premises and equipment |
| SITHFAB003A | Serve food and beverage to customers |
| SITHFAB010A | Prepare and serve non alcoholic beverages |
| SITXFSA001C | Implement food safety procedures |
| HLTFA301B | Apply first aide (outsourced) |
| SITHFAB012A | Prepare and serve espresso coffee |
| SITHIND002A | Apply hospitality skills in the workplace |
| SIRXCCS001A | Apply point of sale handling procedures |
| SITXADM002A | Source and Apply Information |

***MULTISKILLING STREAM:*** Only available in selected schools

|  |  |
| --- | --- |
| SITXCOM001A | Work with colleagues & customers |
| SITXCOM002A | Work in a socially diverse environment |
| SITXOHS001A | Follow health, safety & security procedures |
| SITXOHS002A | Follow workplace hygiene procedures |
| SITXENV001A | Participate in environmentally sustainable work practices |
| SITHIND001A | Develop & update hospitality industry knowledge |
| SITHACS006A | Clean premises and equipment |
| SITHFAB003A | Serve food and beverage to customers |
| SITHFAB010A | Prepare and serve non alcoholic beverages |
| SITXFSA001C | Implement food safety procedures |
| SITHIND002A | Apply hospitality skills in the workplace (BOS Elect Qual Comp) |
| SITHCCC001A | Organise and prepare food |
| SITXCOM004A | Communicate on the Telephone |
| SITHCCC002A | Present Food |
| SITADMIN002A | Source and Present Information |
| SITHCCC003A | Receive and Store Kitchen Supplies |
| SITHFAB012A | Prepare and serve espresso coffee |

***KITCHEN OPERATIONS STREAM***: Only available in selected schools

|  |  |
| --- | --- |
| **Core Units** |  |
| SITHIND001A | Develop and update hospitality industry knowledge |
| SITXCOM001A | Work with colleagues and customers |
| SITXCOM002A | Work in a socially diverse environment |
| SITXENV001A | Participate in environmentally sustainable work practices |
| SITXOHS001A | Follow health, safety and security procedures |
| SITXOHS002A | Follow workplace hygiene procedures |
| SITHCCC001A | Organise and prepare food |
| SITHCCC002A | Present food |
| SITHCCC004A | Clean and maintain kitchen premises |
| SITHCCC005A | Use basic methods of cookery |
| SITXFSA001A | Implement food safety procedures |
| SITHCCC003A | Receive and store kitchen supplies |
| SITHCCC006A | Prepare appetisers and salads |
| SITHCCC007A | Prepare sandwiches |
| SITHCCC008A | Prepare stocks, soups and sauces |
| SITHCCC009A | Prepare vegetables, fruit, eggs and farinaceous dishes |
| SITHCCC027A | Prepare, cook and serve food for food service [holistic unit] |

Depending on competencies chosen, full or part qualifications from the Hospitality Training Package are available in commercial cookery or food and beverage. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The qualifications available in the Hospitality Curriculum Framework are:**

* **Certificate I in Hospitality (Operations) SIT10207**
* **Certificate II in Hospitality (Operations) SIT20207**

**OR**

* **Statement of Attainment towards Certificate II in Hospitality (Kitchen Operations) SIT20307**
* **Certificate II in Hospitality (Kitchen Operations) SIT20307**

For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>

A school-based traineeship is available in this course, for more information**:** <http://www.sbatinnsw.info/>

**Information Technology**

**Industry Curriculum Framework**

# Why study Information Technology (IT)?

IT offers training opportunities to students who are interested in designing web pages, software and games, creating programs, systems and databases, networking computers and finding solutions to technical and software problems.

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| --- | --- |
| Working in the information technology industry involves:  * designing web pages * networking computers * supporting computer users * communicating with clients * finding solutions to software problems | MCj03308510000[1] |

# Samples of occupations students can aim for in the information technology industry:

|  |  |  |
| --- | --- | --- |
| * desktop publisher * help desk officer * internet specialist * multimedia developer * network administrator | * service technician * software developer * technical support officer * web designer |  |

# Course description:

This course is based on units of competency, which have been developed by the information technology industry to describe the competencies, skills and knowledge required by workers in the industry.

Students concentrate on developing a range of fundamental skills required to prepare them to work effectively in an environment where information technology is used. These include oral and written communication skills, teamwork skills, and efficient use of a range of software application packages, essential computer hardware management and occupational health and safety competencies.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admission Rank (ATAR) for university entrance.

**HSC Course requirements regarding Work Placement:**

Students must complete work placement of 70 hours.

For the Specialisation Study a minimum of 49 *additional* hours of mandatory work placement must be completed

# Recognition of Prior Learning

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** An evidence folder (eg A4 38mm insert binder) and USB flash drive 1Gb

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: Information Technology (240 indicative hours)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Core Units** | |  | |
| BSBCMN106A | Follow workplace safety procedures | BSBICAD3218A | Create user documentation |
| BSBICAU1128A | Operate a personal computer | BSBICAI3020A | Install and optimise operating system software |
| BSBICAD2012A | Design organisational documents using computing packages (Prerequisite BSBICAU1128A) | BSBICAS3031A | Provide advice to clients |
| BSBICAU2005A | Operate computer hardware (Prerequisite BSBICAU1128A) | BSBICAS3234A | Care for computer hardware |
| BSBICAU2006A | Operate computing packages | BSBICAT3025A | Run standard diagnostic tests |
| BSBICAU2013A | Integrate commercial computing packages | BSBICAU3004A | Apply occupational health and safety procedures |
| BSBICAU2231A | Use computer operating system | BSBICAB4169A | Use development software and IT tools to build a basic website |
| BSBICAW2001A | Work effectively in an IT environment | BSBICAS3234A | Care for computer hardware |
| BSBICAW2002A | Communicate in the workplace | BSBICAS3234A | Care for computer hardware |

Depending on competencies chosen, full or part qualifications from the Information and Communication Technology Training Package (ICA05) are available in general information technology; software applications; and network administration. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The qualifications available from a study of the Information Technology 240 hour course are:**

* **Certificate II in Information Technology ICA20105**
* **Statement of Attainment in partial completion of Certificate II in Information Technology ICA20105**
* **Statement of Attainment in partial completion of Certificate III in Information Technology ICA30105**

**Information Technology Specialisation Study Units (+180 indicative hours)**

An additional Specialisation Study course may be available. Examples of electives are listed in the sample course structure below.

|  |  |  |
| --- | --- | --- |
| **Elective Units** |  | |
| ICAI3021A | | Connect internal hardware components |
| ICAI3110A | | Implement system software changes |
| ICAS3121A | | Administer network peripherals |
| ICAU3019A | | Migrate to new technology |
| ICAU3028A | | Customise packaged software applications for clients |
| ICAU3126A | | Use advanced features of computer applications |
| ICPMM321A | | Capture a digital image |

**The qualifications possible from a study of the Information Technology (240 hour) course and Specialisation Study (180 hour) are:**

* **Certificate II in Information Technology ICA20105**
* **Certificate III in Information Technology ICA30105**
* **Statement of Attainment in partial completion of Certificate II in Information Technology ICA20105**
* **Statement of Attainment in partial completion of Certificate III in Information Technology ICA30105**

For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>

**Metal and Engineering**

**Industry Curriculum Framework**

# Why study Metal and Engineering?

The manufacturing, engineering and related service industries include a wide range of industry sectors. The major industry activities and sectors are metal fabrication, metal manufacturing, aeroskills, metal machining, transport equipment manufacturing, electrical equipment and appliance manufacturing, and industrial machinery and equipment manufacturing.

Most occupations within the industry have been subject to significant change within the last decade. In some areas career paths are converging with those in computer programming.

|  |  |
| --- | --- |
| Working in the metal and engineering industry involves:  * constructing, assembling, installing, modifying, repairing and maintaining machines * assembling, making parts, equipment, machines, instruments and tools * designing machinery, parts, computer hardware and electronic circuits, using 3D graphics and drafting skills * managing clients and staff, overseeing quotas and information, leading projects | j0298739 |

# Samples of occupations students can aim for in the metal and engineering industry:

|  |  |  |
| --- | --- | --- |
| * engineering draftsperson * engineer (automotive, fabrications, production, plastics, marine, mechanical) * fitter * instrument maker | * maintenance fitter * structural steel and welding supervisor * toolmaker * boat builder/ repairer * sailmaker | j0298723 |

# Course description:

This course is based on units of competency, which have been developed by the metal, engineering and related service industries to describe the competencies, skills and knowledge required by workers in the industry.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admission Rank (ATAR) for university entrance.

**HSC Course requirements regarding Work Placement:**

Students must complete a minimum of 70 hours of mandatory work placement.

# Recognition of Prior Learning

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** Sturdy footwear

Personal protective equipment

A4 display folder

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The amount

of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: (240 indicative hours)**

|  |  |
| --- | --- |
| **Core units** | |
| N/A | Manufacturing, engineering and related services industry induction |
| MEM09002B | Interpret technical drawing |
| MEM12023A | Perform engineering measurements |
| MEM12024A | Perform computations |
| MEM13014A | Apply principles of occupational health and safety in the work environment |
| MEM14004A | Plan to undertake a routine task |
| MEM15002A | Apply quality systems |
| MEM10.24A | Apply quality procedures |
| MEM16007A | Work with others in a manufacturing, engineering or related environment |
| MEM18001C | Use hand tools |
| MEM18002B | Use power tools/hand held operations |

|  |  |
| --- | --- |
| **Elective Units** |  |
| MEM05005B | Carry out mechanical cutting |
| MEM05004C | Perform routine oxy acetylene welding |
| MEM05012C | Perform routine manual metal arc welding |
| MEM05003B | Perform soft soldering |
| MEM05006B | Perform brazing and/or silver soldering |
| MEM05007C | Perform manual heating and thermal cutting |
| MEM05049B | Perform routine gas tungsten arc welding |
| MEM05051A | Select welding processes |
| MEM05052A | Apply safe welding practices |
| MEM03003B | Perform sheet and plate assembly |
| MEM03001B | Perform manual production assembly |
| MEM04018B | Perform general woodworking machine operations |
| MEM07032B | Use workshop machines for basic operations |
| MEM11011B | Undertake manual handling |
| MEM12001B | Use comparison and basic measuring devices |
| MEM12006C | Mark off/out (general engineering) |
| MEM13001B | Perform emergency first aid |
| MEM13003B | Work safely with industrial chemicals and materials |

Depending on competencies chosen, full or part qualifications from the Metal and Engineering Industry Training Package (MEM05) are available in mechanical, fabrication and electrical/electronic trade; production technology and systems; jewellery manufacture; boating services; and marine craft construction. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The qualification through the Metal and Engineering Framework are:**

* **Certificate II in Engineering MEM20105**

For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>

A school-based traineeship or apprenticeship is available in this course, for more information: <http://www.sbatinnsw.info/>

**Primary Industries**

**Industry Curriculum Framework**

# Why study Primary Industries?

Primary Industries provide products and services in response to the demand not only for food and fibre products but also for recreational and leisure activities. These products and services influence the daily lives of all members of society.

|  |  |
| --- | --- |
| Working in the Primary Industries involves:  * dealing with and caring for animals * breeding and growing livestock (dairy, beef, sheep, goats, pigs, chickens) crops and grains * maintaining and using equipment such as tractors, harvesters, bailers and ploughs * overseeing and managing farming operations * developing and producing new products and technologies | MCj01983440000[1] |

# Samples of occupations students can aim for in primary industries:

|  |  |  |
| --- | --- | --- |
| * animal attending * beef production * crop production * dairy farming * horse care * livestock rearing and breeding * pest and disease control | * poultry production * horticulture * shearing * sheep and wool production * rural conservation and land management | MCj01982370000[1] |

# Course description:

The courses are based on units of competency, which have been developed by the agriculture, horticulture, land management and conservation and other primary industries to describe the competencies, skills and knowledge required by workers in the industry.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admission Rank (ATAR) for university entrance.

**HSC Course requirements regarding Work Placement:**

All students must complete a minimum of 70 hours of mandatory work placement.

# Recognition of Prior Learning:

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** Personal Protective footwear, long sleeve shirt, long pants and hat

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees paid.

The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: (240 indicative hours)**

|  |  |  |
| --- | --- | --- |
| **Core Units** | | |
| RTC2209A | Install, maintain and repair fencing | 15 |
| RTC2401A | Treat weeds | 10 |
| RTC2701A | Follow OHS Procedures | 20 |
| RTC2702A | Observe environmental work practices | 15 |
| RTC2704A | Provide basic first aid | 10 |
| RTC2705A | Work effectively in the industry | 15 |
| RTC2706A | Apply chemicals under supervision | 25 |
| RTC2801A | Participate in workplace communications | 10 |
| RTE2503A | Observe and report on weather | 10 |

|  |  |  |
| --- | --- | --- |
| **Elective Units** |  |  |
| RTC2307A | Operate machinery and equipment | 20 |
| RTC2309A | Operate tractors | 20 |
| RTE2201A | Carry out basic electric fencing operations | 15 |
| RTE2308A | Operate ride-on vehicles | 10 |
| RTE2115A | Muster and move livestock | 10 |
| RTE2118A | Handle livestock using basic techniques | 20 |
| RTE2011A | Assist agricultural crop establishment | 15 |
| RTE2029A | Assist agricultural crop maintenance | 5 |

**\* Selected units of competency must be on the RTO Scope of Registration and in the delivery teacher’s qualifications.**

Depending on competencies chosen, full or part qualifications are available through the Primary Industries Curriculum Framework. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The qualifications through the Primary Industries Curriculum Framework are:**

* **Certificate II in Rural Operations RTE20703**
* **Certificate II in Agriculture RTE20103**
* **Certificate II in Horticulture RTF20103**

Statements of Attainment in partial completion of these Certificates may also be available.

For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

**Retail Services**

**Industry Curriculum Framework**

# Why study Retail?

The retail industry can provide students with a career path that leads to higher executive levels within the retail industry. Students can gain skills in operating retail equipment, stock control, customer service and selling skills.

|  |  |
| --- | --- |
| Working in the Retail Industry involves:  * customer service * stock control * teamwork * designing and creating displays * using cash registers, scanners, computers, telephones | MCj02405310000[1] |

# Samples of occupations students can aim for in the retail industry:

|  |  |
| --- | --- |
| * + buyer   + customer service assistant   + merchandise   + sales person   + stock controller   + visual merchandiser | MCj04062640000[1] |

# Course description:

This course is based on units of competency, which have been drawn up by the retail services industry to describe the competencies, skills and knowledge needed by workers in the industry. Three key sectors of the retail service industries are community pharmacy, retail and wholesale. The course is for students who wish to work in the retail services industry, either as a long-term career or in part-time or temporary retail jobs.

An optional HSC Examination is able to be undertaken in Year 12 that can contribute to the Australian Tertiary Admission Rank (ATAR) for university entrance.

**HSC Course requirements regarding Work Placement:**

All students must complete a minimum of 70 hours of work placement.

# Recognition of Prior Learning:

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** A workbook folder (eg A4 38mm insert binder)

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The

amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: Retail Services (240 indicative hours)**

|  |  |
| --- | --- |
| **Core Units** |  |
| SIRXCOM001A | Communicate in the workplace |
| SIRXCCS002A | Interact with customers |
| SIRXIND001A | Work effectively in a retail environment |
| SIRXOHS001A | Apply safe working practices |
| SIRXCLM001A | Organise and maintain work areas |
| SIRXICT001A | Operate retail technology |
| SIRXCCS001A | Apply point-of-sale handling procedures |
| SIRXRSK001A | Minimise Theft |
| SIRXINV001A | Perform stock control procedures |
| SIRXFIN001A | Elective pool –Balance the point-of-sale terminal |
| SIRXFIN002A | Elective pool –Perform retail finance duties |
| SIRXMER001A | Merchandise products |
| SIRXSLS002A | Advise on products and services |
| SIRXSLS001A | Sell products and services |

Depending on competencies chosen, full or part qualifications from the Retail Services Training Package (SIR07) are available in general selling. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The qualifications in Retail available through the Retail Services Curriculum Framework are:**

* **Certificate I in Retail Services SIR10107**
* **Statement of Attainment towards Certificate II in Retail SIR20207**
* **Certificate II in Retail SIR20207**

For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

**Furnishing – Furniture Making**

# Why study Furniture Making?

Furniture making offers students the opportunity to acquire skills and knowledge in:

* constructing timber furnishing products
* using furniture making hand and power tools
* assembling furniture components
* joining solid timber
* hand making timber joints
* following plans to assemble production furniture

|  |  |
| --- | --- |
| Working in the furnishing industry involves:  * manufacturing custom and production furniture * identifying and selecting appropriate timber and materials * communicating with clients and suppliers * occupational health and safety | V19_Furnish |

# Samples of occupations students can aim for in the furnishing industry:

|  |  |  |
| --- | --- | --- |
| * cabinet maker * carpentry * upholstery maker | * furniture restorer * kitchen manufacturer * stair manufacturer |  |

# Course description:

This course is based on units of competency, which have been developed by the furnishing industry to describe the competencies, skills and knowledge required by workers in the industry.

Students concentrate on developing a range of fundamental skills required to prepare them to work effectively in an environment where timber and timber technologies are used. These include oral and written communication skills, teamwork skills, and efficient use of a range of workshop tools and equipment, time management and occupational health and safety competencies.

**HSC Course requirements regarding Work Placement:**

Students may complete a work placement of 70 hours.

# Recognition of Prior Learning:

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.

**Course costs: $ (Prelim) $ (HSC)**

**Course requirements:** Sturdy footwear

Personal protective equipment

A4 display folder

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.

**Course Structure: Furniture Making (240 indicative hours)**

|  |  |  |
| --- | --- | --- |
| **Core Units** |  | |
| LMFCR0001A | Follow safe working policies and practices | |
| LMFCR0002A | Communicate in the workplace | |
| LMFCR0003A | Carry out measurements and calculations | |
| LMFCR0004A | Work effectively with others | |
| LMFFM1001A | Construct a basic timber furnishing product | |
| LMFFM2001A | Use furniture making sector hand and power tools | |
| LMFFM2002A | Assemble furnishing components | |
| LMFFF2004A | Prepare surfaces for finishing | |
| LMFFM2005A | Join solid timber | |
| LMFFM2006A | Hand make timber joints | |
| LMFFM2007A | Follow plans to assemble production furniture | |
| LMFGN2002A | Move and store materials and products | |
| LMFFM2003A | Select and apply hardware | |
| LMFFM2011A | \*\* Apply manufactured board conversion techniques | via TVET |
| LMFFM2010A | \*\* Set up, operate and maintain basic static machines | via TVET |

Depending on competencies chosen, full or part qualifications from the Furnishing Training Package (LMF02) are available. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

**The possible qualifications available from a study of the Furniture Making 240 hour course are:**

* **Certificate I in Furnishing LMF10102**
* **Statement of Attainment towards Certificate II in Furniture Making LMF20302**
* **Certificate II in Furniture Making LMF20302**

For more information on possible outcomes please visit the NSW Board of Studies website: <http://www.boardofstudies.nsw.edu.au>